



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

BOOKMOBILE DRIVER

Class No. 004005

■ CLASSIFICATION PURPOSE

Under supervision, responsible for the safe operation of a bus configured as a mobile library or a library delivery vehicle. Occasionally performs specific library technician duties and other related library work as required.

■ DISTINGUISHING CHARACTERISTICS

The Bookmobile Driver class drives a bus outfitted as a mobile library carrying approximately 2,000 books. This class differs from the Delivery Vehicle Driver in that the latter is assigned to drive a truck or van and make deliveries of materials to County departments.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Drives the Bookmobile with library personnel as passengers to rural localities that are removed from regular libraries.
2. Responsible for scheduling periodic servicing, washing and maintenance of vehicles.
3. Drives library delivery vehicles to deliver and pick up books to County Library branches.
4. Reports any major mechanical malfunctions of the vehicle.
5. Keeps the mobile library interior clean and orderly.
6. Prepares the operator's vehicle condition report.
7. Loads books, periodicals, magazines, and other materials.
8. Sorts and routes books and other materials.

Non-Essential Functions:

1. Answers questions concerning the bookmobile's or delivery vehicle's services and schedules.
2. Processes discarded library books.
3. Performs ready reference.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The California Motor Vehicle Code.
- Rules of safe vehicle operation.
- Basic vehicle maintenance and repair requirements.
- Limitations and servicing of a medium size truck or bus.
- Safe lifting practices.
- Basic arithmetic.
- Simple record keeping.

Skills and Abilities to:

- Safely drive a medium size truck or bus.
- Makes adjustments and emergency repairs to trucks.
- Establish and maintain cooperative relations with the public and with library staff.
- Read and understand signs, labels, work schedules, and job instructions.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: one (1) year of recent and paid commercial delivery vehicle driving experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

Requires frequent lifting of boxes of books weighing up to fifty (50) pounds, and occasionally push book carts weighing up to 200 pounds.

Sufficient manual dexterity and eye-hand coordination required to operate a vehicle.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Work is predominantly outdoor and driving environment may vary in temperature and in weather.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Revised: March 19, 2003
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